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## UNO News Maverick Daily, November 23, 2015 Testing Center to Offer Proctoring Services in Spring 2016

UNO News

*University of Nebraska at Omaha*

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## Testing Center to Offer Proctoring Services in Spring 2016

2015/11/23

contact: John Golka

email: [jgolka@unomaha.edu](mailto:jgolka@unomaha.edu)



The UNO Testing Center is offering exam proctoring services to all UNO faculty who teach an online Distance Education (DE) course beginning the Spring 2016 semester. Interested faculty are to contact John Golka, Testing Center Director, at [unotestingcenter@unomaha.edu](mailto:unotestingcenter@unomaha.edu) or 402.554.4800 to discuss exam proctoring arrangements. Faculty with arrangements will be forwarded a Distance Education Instructor Testing Request Form. This is to be returned via email to the address noted on the form by **December 21, 2015**. Meeting the deadline will enable the Testing Center to reserve testing space and provide details for the instructor to share with students by the first day of class.

### Exam Proctoring Guidelines:

- All exams must be online.
- Students will register for exams through MavLink.
- There will be walk-in appointments at the Testing Center for all exams on the scheduled testing window dates. The maximum window for an exam will be 5 days. All DE Exams will begin at 9:00 a.m. and end by 4:30 p.m. on the scheduled testing window dates. Exams will not be scheduled when the Testing Center is not open.
- Students will be able to take an exam any time on all the scheduled dates and between the scheduled times. If a student checks in by the scheduled ending time, they will have time to complete the exam prior to the Testing Center closing for the day. If they check in after the scheduled ending time, they will not be able to take the exam that day.

Visit [testingcenter.unomaha.edu](http://testingcenter.unomaha.edu) for additional Online Distance Education (DE) Exam information.



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